

**City of Seattle  
Civil Service Commission  
November 19, 2008 Minutes**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Ellis H. Casson

Commissioner Gregg Hirakawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** No one signed up to speak

**1. Approval of Minutes:**

- **Approval of September 17, 2008 Meeting Minutes:** The Commission reviewed the minutes of September 17, 2008. Commissioner Casson moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

- 2. Selection of Commission Chair for 2009:** Commission Chair Steven Jewell moved to nominate Commissioner Casson to serve as Commission chair for 2009. Commissioner Hirakawa seconded the motion. The motion passed.

**3. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including two new appeals.

**New Appeals:**

- **Phelps v. City Light-CSC No. 08-02-002:** The Commission reviewed the case where a former City Light employee is appealing termination. Christopher Mathews is the presiding Civil Service Commission Hearing Officer. Commissioner Jewell recused himself from discussion regarding this appeal, and will recuse himself in the future from any discussion and decisions regarding this appeal, due to his involvement in the Appellant's Loudermill hearing.
- **Browne v. Parks-CSC No. 08-01-004:** The Commission reviewed the case where a current Parks employee is appealing her discipline. Diane Hess Taylor is the presiding Civil Service Commission Hearing Officer

4. **Merit Leave Awards 2008 (Executive Session):** The Commission went into Executive Session at 9:38 a.m. The Executive Session ended at 9:43. Commissioner Hirakawa moved to award the Executive Director with 6 days of Merit Leave, effective January 2009. Commissioner Casson seconded the motion. The motion passed. The Commission commended Ms. Graham-Walton on her service to the Commission.

#### **DISCUSSION ITEMS**

5. **Monthly Summit (Budget) Report:**

Ms. Graham-Walton reported the budget is on target for November.

4. **Old/New Business:**

- **Employee Elected Member of the Civil Service Commission:** Commissioner Steven Jewell was declared the winner of the employee elected Commissioner position for the Civil Service Commission. Commissioner Jewell will serve a three-year term that will expire in 2011.

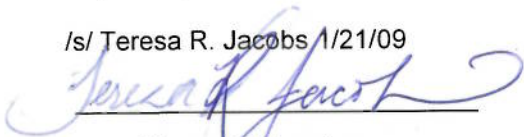
6. **Memo from Personnel regarding CSC's September 22, 2008 Response to Draft**

**Ordinance Related to Probationary/Trial Service Periods:** The Commission reviewed the memo from Personnel responding to the Commissions concerns regarding the draft ordinance. The Commission did not take any further action.

**Adjourn**—the meeting adjourned at 9:56 a.m.

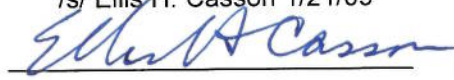
Respectfully Submitted:

/s/ Teresa R. Jacobs 1/21/09

  
Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 1/21/09

  
Ellis H. Casson  
Commission Chair

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Date

**City of Seattle  
Civil Service Commission  
January 21, 2009 Minutes**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:40 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa

Commissioner Steven Jewell

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** No one signed up to speak

**1. Approval of Minutes:**

- **Approval of November 19, 2008 Meeting Minutes:** The Commission reviewed the minutes of November 19, 2008. Commissioner Jewell moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including update and review of the following appeals.

- **New Appeal: *Prappas v. City Light-CSC No. 09-01-001*** has been assigned to CSC Hearing Officer Christopher Mathews. A first pre-hearing is scheduled to take place in February.
- **Update: *Anderson v. Seattle Center CSC No. 07-01-004*** The parties submitted statements of compliance regarding the appellant Anderson's excess vacation hours. There were no objections; therefore, the Commission issued a Dismissal Order on January 13, 2009.
- **Review: *Perez v. SPD CSC No. 09-07-002*** The Commission dismissed this appeal due to untimely filing.

**3. Meeting Dates February 2009 through June 2009:** The Commission agreed to continue to hold its Commission meetings on the 3<sup>rd</sup> Wednesday of the month.

**4. Bi-Annual Evaluation and Learning Curve Adjustment of CSC Executive Director:** The Commission went into Executive Session at 9:50 a.m. The Executive Session ended at 10:02



a.m. Commissioner Jewell moved to award the Executive Director with a 1.5% learning curve adjustment to her current salary. Commissioner Hirakawa seconded the motion. The motion passed.

#### **DISCUSSION ITEMS**

5. **Trial Service/Probationary Period Draft Ordinance:** The Commission reviewed the recent edits to the Draft Probationary Ordinance from Personnel. The Commission raised concerns regarding the change in language to the Ordinance. The Executive Director will set up a meeting with Personnel to address the concerns of the Commission.
6. **Requests for Exemption from Civil Service Commission & Year End 2008 Summary:** The Commission reviewed the Classification Determination Report from Personnel, which covers designation of positions as Exempt from Civil Service Status. The Commission also reviewed the Year End 2008 Summary that CSC staff has designed to track positions that have been or will be designated exempt from Civil Service Status.
7. **Monthly Summit (Budget) Report:**  
Ms. Graham-Walton reported the budget is on target for January 2009
8. **Old/New Business:**
  - **Rules Changes to Address Technology:** Staff will review electronic filing rules for Superior Court to determine whether to add to Commission rules acceptance of electronic submission of documents related to appeals.
  - **Pro Tem CSC Hearing Officer Title/Salary Adjustment:** The Commission approved staff to move forward with exploring a salary adjustment for the "senior" CSC hearing officer.

**Adjourn**—the meeting adjourned at 10:38 a.m.

Respectfully Submitted:

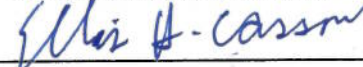
/s/ Teresa R. Jacobs 2/18/09

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 2/18/09



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Ellis H. Casson  
Commission Chair

2-18-09

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Date

**City of Seattle  
Civil Service Commission  
February 18, 2009**

**APPROVED APRIL 22, 2009**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:40 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** Ellen Whitton was present but did not address the Commission.

**1. Approval of Minutes:**

- **Approval of January 21, 2009 Meeting Minutes:** The Commission reviewed the minutes of January 21, 2009. Commissioner Jewell moved to accept the minutes. Commissioner Hirakawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including update and review of the following appeals.

- **Executive Session:** The Commission went into Executive Session at 9:45 a.m. The Executive Session ended at 9:55 a.m.

**Review: Phelps v. City Light-CSC No. 08-02-002** CSC Hearing Officer Christopher Mathews presided over the appeal and issued a Findings of Fact, Conclusions of Law, and Decision. Commissioner Hirakawa was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Officer found that "a Justifiable Cause exists to support Seattle City Light's disciplinary termination of appellant." The appeal was denied, and termination upheld. Commissioner Hirakawa moved to affirm the decision of the Hearing Officer. Commissioner Casson seconded the motion. Commissioner Jewell recused himself. The motion passed.

**New Appeal: Whitton v. Seattle Public Library CSC No 09-01-003:** The Commission reviewed this appeal and ruled in favor of the language per the Seattle Municipal Code, section 4.13.020 that Seattle Public Library employee positions are exempt from Civil

Service. The Commission does not have jurisdiction over this appeal. Commissioner Jewell moved to dismiss based on the language in the Seattle Municipal Code. Commissioner Hirakawa seconded. The motion passed.

**New Appeal: Montstream v. City Light CSC No. 09-01-004:** The Commission reviewed a new appeal where the appellant alleges she was not a probationary employee at the time of discharge, and her position was a lateral transfer. The Executive Director assigned the appeal to Hearing Officer Diane Hess Taylor to determine jurisdiction. Counsel will research the issue of the appeal; the Commission will revisit the issue at the March meeting. Commissioner Jewell moved to leave the Executive Director action in place while legislation regarding Trial Service/Probationary period legislation is decided. Commissioner Hirakawa seconded the motion. The motion passed.

#### **DISCUSSION ITEMS**

3. **Trial Service/Probationary Period Draft Ordinance:** Ms. Graham-Walton reported to the Commission that she met with representatives from the Personnel department to discuss the concerns the Commission had with the language in the draft. Ms. Graham-Walton informed the Commission that an agreement was reached and the language was revised. Commissioner Jewell moved to send an email to the Personnel Director informing him the CSC is prepared to move forward with Legislation. Commissioner Hirakawa seconded the motion. The motion passed.
4. **Monthly Summit (Budget) Report:**  
Ms. Graham-Walton reported the budget is on target for February 2009
5. **Old/New Business:**
  - **Rules Changes to Address Technology:** Staff will look into amending rules and posting in the Daily Journal of Commerce requests for public comment on potential rules changes.
  - **Pro Tem CSC Hearing Officer Title/Salary Adjustment:** At the January meeting the Commission approved staff to move forward with a salary adjustment for the "senior" CSC hearing officer. The Executive Director submitted a Pay Range request to Personnel to change the salary for the hearing officer.

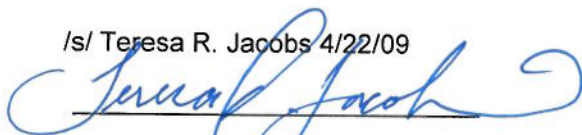


6. **Other: March and April Commission Meeting Date Change to the 4<sup>th</sup> Wednesday (March 25 & April 22, 2009):** The Commission agreed to move the March and April meeting dates from the Third Wednesday to the Fourth Wednesday to accommodate staff and Commission schedules.

**Adjourn**—the meeting adjourned at 10:34 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 4/22/09



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 4/22/09



Ellis H. Casson  
Commission Chair

4-22-09

Date





**City of Seattle**  
**Civil Service Commission**  
**April 22, 2009**

**APPROVED JUNE 17, 2009**

**Call to Order:** Commission Chair Ellis H. Casson called the regularly scheduled meeting to order at 9:35 a.m. in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Gwen Ford (Fill-in for Teresa Jacobs)  
Gary Smith, Assistant City Attorney

Prior to the start of the meeting Commission Chair Casson announced that the Seattle Municipal Tower is having a earthquake drill at 9:45 a.m. at which time the Commission meeting will stop and continue thereafter.

**ACTION ITEMS**

**Public Comment:** There was no public comment.

**1. Approval of Minutes:**

- **Approval of February February 18, 2009 Meeting Minutes.**

Commissioner Hirakawa recommended that a correction be made on page 2, second line of the minutes, which reads...Seattle Municipal Coder. This should be corrected to read Code. Commissioner Jewell made a motion to adopt the minutes as corrected and seconded by Commissioner Hirakawa. The motion passed.

**2. Review Monthly Case Status Report & Appeals-New, Update & Review:**

The Commission reviewed the monthly case status report including a review of the following:

**Prappas v. City Light CSC No. 09-01-001-Order of Dismissal.** Appellant withdrew appeal after reaching a settlement agreement with the department. The appeal was dismissed.

**Montstream v. City Light CSC No. 09-01-004—Update (This item was not on the distributed agenda :** The Executive Director, Glenda Graham-Walton stated this was a probation appeal that is still going on, which has been delegated to the Hearing Officer for determining jurisdiction. The issue here is whether the discharge was justifiable Assistant City Attorney Gary Smith informed the Commission that the Montstream case is on appeal. The main concern for the Hearing Officer is whether or not the appellant was on probation when discharged. This has been a long standing issue with the Commission. The Hearing Officer was given all correspondence and past decisions. There is currently a motion to dismiss and the Executive Director will attend the hearing. There was some discussion on re-allocation versus reclassification in reference to probation. Oral Argument before the Hearing Officer is scheduled for May 20, 2009 .

### **DISCUSSION ITEMS**

**3. Proposed Council Bill Trial Service Period Ordinance (Scheduled for discussion on April 22, 2009 before Council Personnel Committee)**

Ms. Graham-Walton reported that the Council Bill Trial Service Period Ordinance is scheduled to go before the City Council Personnel Committee today at 3:00 p.m. There has been a sign off by Personnel and the Mayor sent a letter of support. She stated that there has been no push back. The Commission and Personnel are jointly submitting the Ordinance.

**4. Draft 2007-2008 Annual Report:** The Executive Director stated that the report looked good. It will be placed on the agenda for next month's meeting.

**5. Monthly Summit (Budget) Report:**

Ms. Graham-Walton announced that the budget looks good and the CSC on target. The CSC has not been asked to make any budget cuts especially with salaries being 97% of the budget. Assistant City Attorney Gary Smith stated that the entire City Attorney's Office are having to take a four day furlough and the training budget has been frozen.

**6. Old/New Business:**

No Old or New Business

**7. Other**

- The Executive Director Glenda Graham-Walton referred the Commission to the two Seattle Times articles dated March 24, and April 10, 2009.
- Commission Chair Casson stated the Commission will return to the third Wednesday of each month unless there is nothing to do. Therefore, the next CSC meeting is scheduled for May 20, 2009.

A motion was made by Commissioner Gregg Hirakawa to adjourn the meeting and seconded by Commissioner Jewell. The motion passed unanimously and the meeting adjourned at 10:10 a.m.

**Minutes respectfully submitted by Gwendolyn Ford, Administrative Staff Assistant.**

Approved by:

/s/ Teresa R. Jacobs 6/17/09

  
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Teresa R. Jacobs  
Administrative Staff Assistant

/s/ Ellis H. Casson 6/17/09

  
\_\_\_\_\_  
Ellis H. Casson  
Commission Chair

6/17/09  
Date





**City of Seattle**  
**Civil Service Commission**  
**June 17, 2009**

APPROVED JULY 15, 2009

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hiramawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** No one signed up to speak

**1. Approval of Minutes:**

**Approval of April 22, 2009 Meeting Minutes:** The Commission reviewed the minutes of April 22, 2009. Commissioner Hiramawa stated the spelling of his name was incorrect. Commissioner Jewell moved to accept the minutes as corrected. Commissioner Hiramawa seconded the motion. The Commission approved the minutes, adopted them by acclamation and the Chair signed.

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including update and review of the following appeals which are delegated to CSC Hearing Officers:

•Tucker v. City Light-CSC No. 09-07-005 •Oliver v. DoIT-CSC No. 09-03-006 •Zukaitis v. SPU-CSC No. 09-01-007

- **Executive Session:** The Commission went into Executive Session regarding the Montstream appeal at 10:05 a.m. The Executive Session ended at 10:20 a.m.

**Review: Montstream v. City Light CSC No. 09-01-004:** CSC Hearing Officer Diane Hess Taylor presided over the appeal and issued a Decision on City's Motion for Summary Judgment. Commissioner Jewell was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Officer denied the City's Motion for Summary Judgment. Commissioner Jewell moved to accept the decision of the Hearing Officer. Commissioner Hiramawa seconded the motion. The motion passed. The Commission considered whether the Commissioners or Diane Hess Taylor, CSC Hearing Officer would conduct the hearing in this appeal. The Commission agreed to have the CSC Hearing Officer hear the appeal.

### DISCUSSION ITEMS

3. **Draft 2007-2008 Annual Report:** The Commission reviewed the draft of the 2007-2008 Annual Report. Commissioner Jewell moved to accept the report as written. Commissioner Hirakawa seconded the motion. The motion passed. Staff will distribute the Annual Report (electronically) to all City HR Directors, Managers and Representatives.
4. **Monthly Summit (Budget) Report:**  
Ms. Graham-Walton reported the budget is on target for June 2009
5. **Old/New Business:**
  - **Update-Trial Service Period:** The Executive Director reported that a memo was distributed to HR Directors, Managers and Representatives notifying them of amendments to the Seattle Municipal Code. Personnel will revise the Personnel Rules to incorporate the changes.
6. **Other:**
  - **Contact with Departments that Have Been Inconsistent with Discipline Letters:**  
Ms. Graham-Walton reported that several departments have been inconsistent sending copies of discipline letters to the Civil Service Commission. A letter will be issued by the Commission Chair to departments notifying them of the inconsistency and reminding Departments that the Commission should be receiving copies of disciplinary letters.
  - **Forego July or August Meeting/Approval of Meetings through December**  
The Commission will hold a meeting in July and schedule the August meeting as tentative. Meetings for the remainder of the year will be on the third Wednesday.

**Adjourn: The meeting adjourned at 10:30 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 7/15/09

Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 7/15/09

Ellis H. Casson

Commission Chair

7/15/09  
Date

**City of Seattle**  
**Civil Service Commission**  
**July 15, 2009**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** No one signed up to speak

**1. Approval of Minutes:**

**Approval of June 17, 2009 Meeting Minutes:** The Commission discussed the relevance of a quote in the minutes regarding the Decision on City's Motion for Summary Judgment. The Commission decided that the quote was unnecessary in the minutes and it was removed. Commissioner Jewell moved to accept the minutes as amended, Commissioner Hirakawa seconded the motion.

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report. The Executive Director reported that the budget for Hearing Officers' salaries is almost depleted so appeals filed in the remainder of 2009 will be assigned to the Office of Hearing Examiner or to the Commission.

**The following item was taken out of order:**

**4. Discussion of Department Policy to Restrict Promotional Opportunities of Disciplined**

**Employees:** The Commission discussed the issue and expressed concern of departments restricting promotional opportunities for disciplined employees. This was in reference to a paragraph in disciplinary letters stating the employee "...will not be eligible for any new job promotions or any discretionary out of class opportunities for a period of one year...." Branda Andrade, Seattle City Light Employee Relations Manager was present and addressed the Commission on City Light's use of this policy. Ms. Andrade stated this was applied to demotions or suspensions, but not to verbal or written reprimands. It is not a disciplinary action but a consequence of discipline. The Commission did not take action on the issue.

- 3. Executive Session:** The Commission went into Executive Session regarding staff concerns. The session began at 10:00 a.m. and ended at 10:15 a.m. Commissioner Jewell and/or Hirakawa will work to resolve the concern.



Commissioner Jewell excused himself from the remainder of the meeting.

**DISCUSSION ITEMS**

**5. Monthly Summit (Budget) Report:**

Ms. Graham-Walton reported the budget is on target for July 2009.

**6. Old/New Business:**

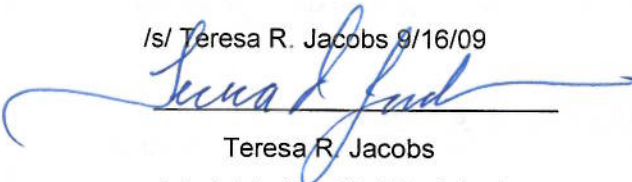
**7. Other:**

The August meeting is tentatively canceled unless a matter requires immediate attention of the Commission.

**Adjourn: The meeting adjourned at 10:25 a.m.**

Respectfully Submitted:

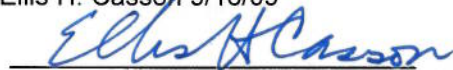
/s/ Teresa R. Jacobs 9/16/09



Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 9/16/09



Ellis H. Casson  
Commission Chair

9-16-09

Date



**City of Seattle**  
**Civil Service Commission**  
**July 15, 2009**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** No one signed up to speak

**1. Approval of Minutes:**

**Approval of June 17, 2009 Meeting Minutes:** The Commission discussed the relevance of a quote in the minutes regarding the Decision on City's Motion for Summary Judgment. The Commission decided that the quote was unnecessary in the minutes and it was removed. Commissioner Jewell moved to accept the minutes as amended, Commissioner Hirakawa seconded the motion.

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report. The Executive Director reported that the budget for Hearing Officers' salaries is almost depleted so appeals filed in the remainder of 2009 will be assigned to the Office of Hearing Examiner or to the Commission.

**The following item was taken out of order:**

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**Employees:** The Commission discussed the issue and expressed concern of departments restricting promotional opportunities for disciplined employees. This was in reference to a paragraph in disciplinary letters stating the employee "...will not be eligible for any new job promotions or any discretionary out of class opportunities for a period of one year...." Branda Andrade, Seattle City Light Employee Relations Manager was present and addressed the Commission on City Light's use of this policy. Ms. Andrade stated this was applied to demotions or suspensions, but not to verbal or written reprimands. It is not a disciplinary action but a consequence of discipline. The Commission did not take action on the issue.

**3. Executive Session:** The Commission went into Executive Session regarding staff concerns. The session began at 10:00 a.m. and ended at 10:15 a.m. Commissioner Jewell and/or Hirakawa will work to resolve the concern.

Commissioner Jewell excused himself from the remainder of the meeting.

**DISCUSSION ITEMS**

**5. Monthly Summit (Budget) Report:**

Ms. Graham-Walton reported the budget is on target for July 2009.

**6. Old/New Business:**

**7. Other:**

The August meeting is tentatively canceled unless a matter requires immediate attention of the Commission.

**Adjourn: The meeting adjourned at 10:25 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 9/16/09

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 9/16/09

\_\_\_\_\_  
Ellis H. Casson  
Commission Chair

10/21/09  
\_\_\_\_\_  
Date

**City of Seattle**  
**Civil Service Commission**  
**September 16, 2009**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** Charles Oliver addressed the Commission regarding his written complaint to the Commission about the appearance of a City Attorney at his appeal hearing.

Jean Boler, City Attorney's Office, Employment Section Director. Addressed the Commission regarding the use of City Attorney's when an appellant is Pro Se.

**1. Approval of Minutes: Approval of July 15, 2009 Meeting Minutes:**

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including new appeals. Ms. Graham-Walton notified the Commission that the Montstream appeal was settled and the appellant withdrew her appeal.

**• Review: Tucker v. City Light-Decision and Petition for Review:**

**Executive Session:** The Commission went into executive session at 10:07 a.m. to discuss the Tucker v. City Light decision that was issued by Christopher Mathews, CSC Hearing Officer. The Respondent City Light filed a Petition for Review/Motion to strike. The executive session ended at 10:25 a.m. Commissioner Hirakawa was the Reviewing Officer and recommended that some comments under "Conclusions of Law" be moved to another section titled " Observations" and footnotes added to clarify the Hearing Officer's references to due process as reflected in City Light's policies and rules and not under constitutional law. Commissioner Jewell moved to accept the recommendation. Commission Chair Casson seconded the motion. The motion passed.

### DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:**

Ms. Graham-Walton reported the budget is on target for September 2009.

4. **Renew Discussion of Department of Use of City Attorney's when Appellant is Pro Se:**

The Commission discussed the issue of the use of City Attorney's when an appellant is Pro Se. Charles Oliver a City employee and Jean Boler, Director of the Employment Section of the City Attorney's office both addressed the Commission on this issue.

5. **Discussion of Possible Crafting of an Ordinance/Rule for Vacating Letters of Reprimand:**

The Commission discussed whether letters of reprimand should be vacated from a City employees file after a certain period of time. Commissioner Jewell suggested the issue be set forth for public comment. The Executive Director will research this matter, including looking to see if the issues is addressed in any of the City's Collective\_Bargaining Agreements and checking with other jurisdictions. She will present findings to the Commission at a later date.

6. **Old/New Business:**

7. **Other:**

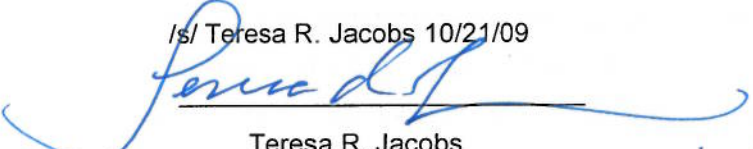
Seattle Weekly Article

Memo regarding revisions to Personnel Rules 7.1 & 9.1

**Adjourn: The meeting adjourned at 10:50 a.m.**

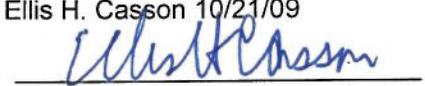
Respectfully Submitted:

/s/ Teresa R. Jacobs 10/21/09

  
Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 10/21/09

  
Ellis H. Casson  
Commission Chair

10/21/09  
Date



**City of Seattle  
Civil Service Commission  
October 21, 2009**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**ACTION ITEMS**

**Public Comment:** **Charles Oliver** and his attorney Mary Ruth Mann requested to address the Commission regarding his Appeal Decision and Petition for Review. The Commission granted the request directing Ms. Mann to limit her statements to generalities and to not argue any facts of the case. Commissioner Jewell motioned to postpone the discussion of Mr. Oliver's appeal until the next meeting to give the Commissioners an opportunity to review the Appellant's Brief in Support of Appeal that was filed on October 20. Ms. Mann was instructed to submit documentation to the Department (Dolt) and told that the Department would have seven days after receipt to respond to her submittal.

**Samuel Tucker** commended the Commission on its decision on his appeal at the September meeting. Mr. Tucker requested that a copy of the decision be placed in his personnel file. The Commission clarified that the decision would be sent to his Department; however, he would need to request that copies be placed into his file.

**1. Approval of Minutes:**

- **Approval of July 15, 2009 Meeting Minutes:** The Commission reviewed the minutes of July 15, 2009. Commissioner Jewell moved to accept the minutes as written. Commissioner Hirakawa seconded the motion. The motion passed.
- **Approval of September 16, 2009 Minutes:** The Commission reviewed the minutes of September 16, 2009. Commissioner Jewell moved to accept the minutes as written. Commissioner Hirakawa seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report including new appeals. Ms. Graham-Walton notified the Commission that the new appeal **Anderson v. Seattle Center** was filed and assigned to a CSC Hearing Officer.

• **Review: Oliver v. DoIT-Decision and Petition for Review:**

The Commission postponed the review and discussion of the Oliver Decision and Petition for Review until the next meeting.

- **Review: Tucker v. City Light-Modification of Findings of Fact Conclusions of Law Decision and Order on Respondent's Motion to Dismiss:** The Commission reviewed the modified Findings of Fact Conclusions of Law, Decision and Order on Respondent's Motion to Dismiss. Commissioner Hirakawa moved to accept the modified version. Commissioner Jewell seconded the motion. The motion passed.

**DISCUSSION ITEMS**

3. **Monthly Summit (Budget) Report:**

Ms. Graham-Walton reported the budget is on target for October 2009.

4. **Review October and December 2004 and June 2005 Law Department and CSC Correspondence RE: Use of City Attorney's When Appellant is Pro Se:**

The Commission reviewed correspondence between the law department and CSC in 2004 and 2005 regarding the use of City Attorney's and when it is determined that a City Attorney will represent a department in an appeal hearing. The Executive Director also notified the Commission that staff would update the Hearing Officer's guide indicating their authority regarding the conduct of spectators at an appeal hearing.

5. **Old/New Business:** No Old/New Business

6. **Other:** The Chair granted Ms. Mann's request to reopen public comment. Ms. Mann went on record to request attorney's fees for her client, Charles Olliver and that the Commission remand or re-open the Oliver appeal allowing both parties representation.

- **Adjourn:** The meeting adjourned at 10:15 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 11/18/09



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 11/18/09



Ellis H. Casson

Commission Chair

11-18-09  
Date

**City of Seattle**  
**Civil Service Commission**  
**November 18, 2009**

**Call to Order:** Commission Chair Ellis Casson called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commissioner Gregg Hirakawa  
Commissioner Steven Jewell  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

- *To accommodate public comment and the meeting agenda, the Commission addressed several items out of order.*

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of October 18, 2009 Meeting Minutes:** The Commission reviewed the October 18, 2009 minutes. Commissioner Jewell moved to accept the minutes as written. Commissioner Hirakawa seconded the motion. The motion passed.

- 3. Merit Leave Awards 2009:** The Commission unanimously awarded the Executive Director the maximum Merit Leave for 2009 performance (6 days).
- 4. Nomination and Election of 2010 Commission Chair:** Commission Chair Casson nominated Commissioner Jewell to serve as the 2010 Commission Chair. Commissioner Hirakawa seconded the motion. The motion passed.
- 5. 2010 Commission Meeting Dates:** The Commission agreed to continue meetings on the 3<sup>rd</sup> Wednesday of the month.

**DISCUSSION ITEMS**

- 6. Monthly Summit (Budget) Report:** Ms. Graham-Walton reported the budget is on target for the year.
- 8. Old/New Business:** No Old/New Business
- 9. Other:** Seattle Times article and (CSC) Customer Service Survey



- **PUBLIC COMMENT**

**Bob Klug of City Light's Account Executives Unit** addressed the Commission on upcoming layoffs for six of nine employees in the Unit. Mr. Klug's concerns were that reallocations affected employee's seniority, thus their layoff and bumping rights. **Leighton Stewart and Soheila Ghassemikia** also addressed the Commission regarding this issue.

**Charles Oliver** addressed the Commission regarding the CSC Hearing process and fairness.

- **EXECUTIVE SESSION**

The Commission went into executive session at 10:10 a.m. The executive session ended at 10:45 a.m. the Commission discussed the following appeals:

**Robertson v. Retirement:** Commissioner Jewell moved to notify the appellant that the alleged violations of personnel rules cannot be appealed to the CSC, as the employee does not have layoff rights. Commissioner Hirakawa seconded the motion. The motion passed.

**Cunningham v. Parks:** Ms. Graham-Walton notified the Commission that the new appeal was delegated to the Office of the Hearing Examiner.

**Grosso v. SDOT:** The Office of the Hearing Examiner presided over the appeal and issued a Findings and Decision. Commissioner Jewell was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Examiner affirmed the decision of the Director of SDOT to suspend the appellant for one day. Commissioner Jewell moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed. (*Commissioner Hirakawa recused himself and abstained from deliberation.*)

**Oliver v. Dolt:** The Commission waived the time limit on the Brief in Support of Appeal that was filed by the Appellant's attorney on October 20. Commissioner Jewell moved to allow the Respondent (Dolt) the opportunity to submit a brief in response. Commissioner Hirakawa seconded the motion. The Commission agreed that the brief must be limited to violation of Personnel rules and no additional oral argument, testimony, or evidence will be allowed. The motion passed.

**Other: Meeting Change**

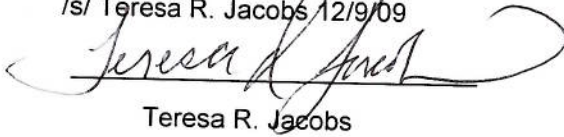
The Commission agreed to move the December meeting to the second Wednesday (12/9). The Commission will resume meeting on the 3<sup>rd</sup> Wednesday of the month in January (1/20/10).



- Adjourn: The meeting adjourned at 11:10 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 12/9/09

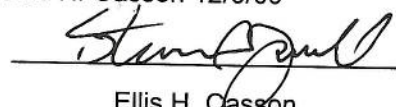


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Ellis H. Casson 12/9/09

 For  
Commissioner  
Casson.

Ellis H. Casson

Commission Chair

12/9/09

Date

